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Security

SECURITY OF BUILDING 8110



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 31-1, *Physical Security*, by establishing procedures for using, securing, and protecting Building 8110. This instruction applies to all personnel working in or having access to Building 8110.

SUMMARY OF REVISIONS

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1. Using Building 8110. Because Building 8110 is a primary storage facility with occupants from several different organizations, users must comply with this instruction to ensure resource protection and security. The building manager for Building 8110 resolves all conflicts and situations not covered by this instruction.

1.1. Anyone without an access key must obtain supervisory approval when working in Building 8110 after duty hours.

1.2. Each division, branch, or section chief and tenant occupant must ensure their windows, doors, and government resources are secured daily before departure.

1.3. Each organization replaces burned out light bulbs in their respective areas where ceilings are 10 feet or lower. The 10th Civil Engineer Group will replace bulbs where ceilings are 10 feet or higher.

1.4. Users must submit all routine work requests through the building manager or alternate. In emergencies, users may request work directly.

2. What Occupants Must Do. Each organization in Building 8110 must establish procedures for the security of their assigned areas. In addition, each of the following organizations must ensure their assigned doors are opened and closed during their established duty hours and are secured no later than 1700 each duty day:

Organization	Door Numbers
Eagle Zone (10 CES/CEOFE)	8 and 22
Material Acquisition (10 CES/CEOM)	1, 2, 3, 30, 32, and 33
Furnishings Management (510 CES/CEHG)	19, 20, and 21
Corps of Engineers (USCOE)	7
Construction Element (10 ABW/LGCC)	24
Commodities Element (10 ABW/LGCS)	21
Administration Office (10 ABW/LGCWA)	23
SABER Office (10 ABW/LGCCS)	30
Troop Support (10 SVS/SVMFT)	5 and 6

2.1. Base Supply Contractor (10 ABW/LGLSS) and Custodial Contractors must comply with the security and key control requirements of their contract.

2.2. Personnel entering the building after duty hours will ensure that the door locks behind them so the building remains secure at all times.

3. Key Control:

3.1. Each individual with a key issued on an AF Form 1297, **Temporary Issue Receipt**, must safeguard all keys. No keys issued to an individual by the building manager may be duplicated. Individuals whose keys, (other than master keys), are lost, stolen, or misplaced, may be required to rekey or replace the affected lock at their own expense. Individuals whose master key is lost, stolen, or misplaced, may be responsible for costs to replace all locks and keys for that system.

3.2. Upon reassignment, retirement, or termination, etc., key holders must return all keys to the building manager for Building 8110 before leaving the USAF Academy. All division, element, branch, or section chiefs must ensure keys are returned.

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